



## SECTION 3

# The Recommendation Summary View

## 3.1 What is the Recommendation Summary?

**The Recommendation Summary summarizes the expenditure portion of the request**

The Recommendation Summary is the step table format used to summarize the expenditure change information in the budget request. It begins with legislative spending authority in the current biennium and lists the significant incremental changes in the carry-forward, maintenance, and performance levels to arrive at the agency's 2007-09 request. Ideally, each budget line on the Recommendation Summary should represent a single budget policy decision.

### Conceptual Description of the Recommendation Summary

Budget Level	Appropriate Items
Current Biennium	Legislatively authorized appropriation level or nonappropriated expenditure level
Carry-Forward Changes	<ul style="list-style-type: none"><li>• Biennialization of legislatively directed workload and program changes</li><li>• Shifting of any continuing unanticipated federal and private/local expenditures to anticipated appropriation type</li><li>• Negative adjustments for nonrecurring costs</li></ul>
Maintenance Changes	<ul style="list-style-type: none"><li>• Mandatory caseload, workload, and enrollment changes</li><li>• Rate changes, such as lease, fuel, and postage</li><li>• Central service agency charges and other rate adjustments</li><li>• Specific compensation adjustments: OASI, merit increments (for agencies with fewer than 100 FTEs), and retirement buyout costs</li><li>• Inflation</li><li>• Changes to nonappropriated accounts beyond current allotted levels</li><li>• Other mandatory cost increases outside agency control</li><li>• Transfers between programs, agencies, or between years for dedicated accounts</li><li>• Unanticipated receipts not included in carry-forward level</li><li>• Federal, private/local, and dedicated fund adjustments</li></ul>
Performance Changes	<ul style="list-style-type: none"><li>• New programs or services</li><li>• Discretionary workload in current programs</li><li>• Reduction or elimination of current programs</li><li>• Significant changes in fund sources</li></ul>
Total Budget Request	Sum of Items Above

### 3.2 What are the submittal requirements?

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**The Recommendation Summary has a required format**

The Recommendation Summary displays the requested dollars by fund and the average annual FTE staff for the biennium for each significant change between the current biennium and the ensuing biennium budget request. Each change item in the carry-forward, maintenance, and performance levels is listed as a separate line item with its own Recommendation Summary code and description. An example is provided at the forms link at <http://www.ofm.wa.gov/budget/instructions/operating.asp>.

**BDS will generate the Recommendation Summary**

The agency is able to generate the Recommendation Summary directly from the Budget Development System (BDS) once it has entered its decision package information.

**The Recommendation Summary reports submitted to OFM must contain OFM-approved current biennium and carry-forward level amounts**

Carry-forward decision packages prepared in BDS will not be released to OFM; OFM will use its calculated carry-forward level as the base data. However, OFM and legislative staff do refer to the Recommendation Summary reports provided by the agency in its budget submittal. **These reports must show the OFM-approved current biennium and carry-forward level, or OFM will ask agencies to resubmit correct reports. Agencies will not be able to electronically release the budget from BDS when the carry-forward level does not match OFM's carry-forward level.**

**Most agencies submit the Recommendation Summary at the agency level**

Agencies must submit a Recommendation Summary at the agency level unless they are required to submit budgets at a lower level. Agencies listed in Section 1.3 must submit a Recommendation Summary at the program (or category) level.

**Use approved codes to designate change items**

Agencies must use valid Recommendation Summary (RecSum) codes to identify each incremental change. (RecSum codes are called decision package codes in BDS.) Sections 5 and 6 also note OFM-designated codes that must be used for certain types of maintenance and performance level changes. These codes are shown in BDS at the bottom of the decision package code listing.